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January 20, 2009	Ravalli County Commissioners					
Ravalli County Commis	ssioners					
Ravalli County Courtho	ouse					
215 S. 4th Street, Suite	Α					
Hamilton, MT 59840						

RE: MR TMA Periodic Report

Dear Greg, J.R., James, Kathleen and Carlotta:

Enclosed please find copies of the periodic report of activities of the Missoula Ravalli Transportation Management Association (**MR TMA**) for the period October 1, 2008 – December 31, 2008. If you have any questions or comments regarding this material, please feel free to call. Again, our thanks.

Sincerely,

Lyn Hellegaard Executive Director

Enclosures

# **QUARTERLY STATUS REPORT**

# MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION (MRTMA)

For the Period October 1, 2008 - December 31, 2008

This material comprises the report prepared for the Montana Department of Transportation (MDT) by the Missoula Ravalli Transportation Management Association (MRTMA) for the contract period ending June 30, 2009.

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(Note: The format for this periodic report is designed to correlate with the Year 2007 - 2008 Scope of Work. After listing each portion of the scope of work in italics, the activity conducted during this reporting period is delineated.)

The Board of Directors met November 17, 2008. Copies of the minutes of each meeting are enclosed as Appendix documents 1.

## 2008 - 2009 SCOPE OF WORK AND PROGRAM ACTIVITIES

The 2008 - 09 Scope of Work and Program Activities is structured in four parts:

- I. Continuation of existing programs and projects.
- II. Increased public education and transportation advocacy.
- III. Services to senior citizens and adults with disabilities.
- IV. Special events transportation coordination.

## I. Continuation of Existing Programs and Projects:

#### Vanpool Activities

During this quarter, all of our vans are running at capacity. Eleven of the current vanpools have waitlists totaling 166 people. MRTMA has received request for new vanpools routes from Deer Lodge to Garrison Junction, Missoula to Polson, Butte to Helena and for the Dillon area.

There are currently 165 people utilizing the vanpool from 80 worksites. In October, there were 3,580 trips saved and 107,976 miles not traveled. In November, there were 2,618 trips saved and 79,403 miles not traveled. In December, there were 2,915 trips saved and 84,669 miles not traveled. This quarter, the vans accumulated 55,078 miles. There were 13.46 tons of vehicle emissions not emitted.

## **Guaranteed Ride Home**

There were two rides provided for this quarter.

## Carpool

Staff continues to refer those interested in carpooling to our website with its ride-matching link.

This is a very helpful tool with all the vanpools running at capacity and the price of fuel.

The Five Valley Regional Transit Study indicates there are 144 carpools in Granite County, 1,567 in Lake County, 271 in Mineral County, 2,272 in Missoula County, 2,195 in Ravalli County and 637 in Sanders County. MRTMA staffers are continuing to research ways to enhance and expand carpooling in the region.

## Program Benefits Summary (Vanpool & Carpool Combined)

Combined statistics since inception of the carpool and vanpool programs show a total of 303,367 vehicle trips saved; 20,092,173 miles **NOT** traveled and 634.79 tons of reduction in vehicle emissions.

### **School Outreach Program**

As of November 12, staff has presented 2 programs to a total of 48 students for the 2008-2009 school year. Both of the programs were presented in Missoula City schools. Meaghan Dougherty attended the presentations to take pictures which will be added to the updated website and our brochures.

Additionally, staff was a guest at the Walk to School rally at Russell Elementary School. At this event, staff set up a booth with a game that encouraged kids to think of alternative ways to get to school besides riding in a car. Our booth was VERY popular (thanks to some prizes) and was visited by virtually every student in the school. Staff would estimate that at least two hundred students were reached at this event.

In October a mailing was sent to teachers who have scheduled our programs in the past. It encouraged them to reschedule for this year, and to give a brochure which staff enclosed to a teacher who may not be aware of our programs. As a result, staff has scheduled presentations with several new teachers.

At this point in the year, staff has 23 upcoming presentations scheduled. Staff expects the spring to bring many additional requests.

#### Other Activities

Staff attended the National Rural Transit Assistance Program Board meeting in Omaha October 16-18<sup>th</sup>.. Several training modules have been completed, but distribution has been stalled while the Federal Transit Administration was deciding on a new contractor.

Staff attended the 18<sup>th</sup> National Rural Public & Intercity Conference in Omaha October 19-23rd. Staff presented and moderated a panel on Mobility for Disabled Veterans in Rural Communities.

Staff has been working with Caryn Sousa, Community Transportation Association of America, regarding slug-lines and the CTAA insurance program providing coverage. Slug lines are a very successful carpooling concept. The project is predicated on setting up zones in the Park-and-Rides lots for certain geographic areas related to the destination site.

Staff has had discussions with the Small Urban and Rural Transit Center at North Dakota State University

regarding their work with Alien Technologies. Alien has been commissioned by the military to devise a RFID reader that can be imbedded in the street. This product might be used in the slug lines and vanpool/carpool programs to electronically track ridership.

Staff attended the mandatory Montana Department of Transportation Transit Manager's Training in Helena October 29-30. MDT informed attendees they were in the process of changing the allocation formulas – attempting to compare apples to apples. Staff inquired as to who MRTMA would be compared to since we are the only TMA/Vanpool operation in the state. Staff was informed they will be negotiating their operating and capital funding requests with MDT staff.

Staff continues to work on the following study/projects:

- Cost Allocation for Health and Human Services Transportation.
- Florence to Reserve Street Corridor Study is researching access, multi-modal transportation improvements and possibly extending Highway 203 (Eastside Highway) into Missoula.
- Staff has been participating in the Transportation Plan Update, Long Range Transportation Plan Ranking Committee, Envision meetings and Zoning Re-write meetings this quarter.
- Staff has been attending the Russell/South Third pubic meetings.

## LAKE COUNTY

Staff continues to assist Lake County providers with the Community Transportation Coordination Plan. Grants will be written to expand the voucher program administered by the Transportation Advisory Committee.

## SANDERS COUNTY

Staff continues to assist Sanders County COA on the Locally Developed Coordination Plan. Staff was voted in as the Vice Chair of the Sanders County Task Force. Staff met with other executive board members to discuss future duties of the Task Force and how it can assist the local provider.

## II. Increased Public Education and Transportation Advocacy:

## 1. Policy Development and Public Meetings

MR TMA staff would maintain and increase their involvement in transportation policy development throughout the four-county area, and serve as a resource to MDT on a statewide basis.

During the period October 1, 2008 through December 31, 2008, MRTMA staff participated in the following meetings:

Oct. 02: Transportation Technical Advisory Committee – Missoula

Oct. 08: MRTMA Board and Montana Department of Transportation – PolyCom Missoula

Oct. 14: Ravalli County Transportation Advisory Committee - Hamilton

Oct. 16-19:	National Rural Transit Assistance Program Board Meeting - Omaha, NE
Oct. 20-23:	18th National Rural Public & Intercity Conference - Omaha, NE
Oct. 24:	Specialized Transportation Advisory Committee- Missoula
Oct. 28-30:	Montana Department of Transportation Transit Managers Training - Helena
Oct. 31:	University of Montana – Missoula
Nov. 03:	BitterRoot Bus - Hamilton
Nov. 04:	Roseburg Forest Products Company - Missoula
Nov. 10:	Cherry Creek Radio - Missoula
Nov. 11:	Ravalli County Transportation Advisory Committee - Missoula
Nov. 13:	United We Ride – Conference Call
Nov. 14:	Transportation Funding Coalition Group - Missoula
Nov. 17:	Missoula Downtown Association - Missoula
Nov. 17:	Missoula Ravalli TMA Board Meeting – Missoula
Nov. 18:	Transportation Policy Coordinating Committee – Missoula
Nov. 20:	Lake County Transportation Advisory Committee - Polson
Nov. 20:	Sanders County Task Force Committee – Thompson Falls
Nov. 25:	Specialized Transportation Advisory Committee – Missoula
Nov. 25:	Lake County Council on Aging – St. Ignatius
Dec. 01:	National Rural Transit Assistance Program Board Meeting - Conference Call
Dec. 04:	Technical Transportation Advisory Committee - Missoula
Dec. 05:	Montana Transit Association/ Montana Department of Transportation Quarterly Meeting -
	Helena
Dec. 08:	Federal Transit Administration – Conference Call
Dec. 08:	Sanders County Task Force Executive Board Meeting – Hot Springs
Dec. 09:	Ravalli County Transportation Advisory Committee Meeting - Hamilton
Dec. 09:	Transportation Technical Advisory Sub-committee Meeting – Missoula
Dec. 15:	Montana Department of Transportation - Conference Call
Dec. 16:	Mountain Line/Office of Planning & Grants - Missoula
Dec. 16:	Missoula Ravalli TMA Board Meeting – Missoula
Dec. 18:	Transportation Policy Coordinating Committee/Transportation Technical Advisory
	Committee - Missoula
Dec. 30:	Montana Department of Transportation - Helena

2. In addition to the above, the following outlines the public education and transportation activities conducted in conjunction with the Montana Transit Association.

Missoula Ravalli Transportation Management Association (MRTMA) staff began coordinating activities for the Montana Transit Association (MTA) in July 1999, under a management contract. The following summarizes the activities relevant to the Scope of Work under the MTA contract for the period July 1, 2008 through June 30, 2009:

## MTA Membership:

The Montana Transit Association (MTA) membership is currently as follows: 41 Regular members (voting); 31 Sustaining members; 3 Friend of Transit members, for a total of 75 members. The newest member is Montana Operation Lifesaver. The Coordinator continues to solicit new members.

#### **SPECIAL EVENTS:**

#### Fall Business Meeting

The MTA members met in Missoula October 9<sup>th</sup> and 10<sup>th</sup>. Special guest speaker was Barb Kennedy, Missoula Job Service, discussing laws regarding hiring and firing of employees. Members decided to hold the Spring Conference and Vendor EXPO in Billings, April 21-24, 2009. Staff is currently bidding out hotels for meeting accommodations.

Members voted to hold the Roadeo in Great Falls June 13<sup>th</sup>. The Roadeo course will be set up at the fairgrounds. Members also discussed the host system charging a gas surcharge to offset fuel expenses associated with the Roadeo.

The Fall Business Meeting will be held in Butte October 1-2 or October 8-9. Members discussed holding the Business Meeting in Helena beginning in 2010.

## Create and distribute quarterly newsletters or mailings to the MTA membership.

Legislative and time sensitive communications were done via email rather than a formal newsletter.

Organize an annual information campaign for state and local elected officials to acquaint them with public transportation issues.

Staff has been working with Sonja Nowakowski, Research Analyst Montana Legislative Services Division. Sonja has been directed by the Environmental Quality Council to research barriers to mass transit service in Montana. The bill was introduced by Julie French, Scobey, as House Bill 29

MTA was awarded an APTA Coalitions grant in the amount of \$2,000. Staff is organizing a symposium for state legislators to provide educational opportunities on public transportation. Staff has sent invitations to all legislators and MTA members for the January 8<sup>th</sup> Transportation Congress.

## Provide technical assistance to MTA members as authorized by the MTA Board.

Staff assisted Valley County Transit – Glasgow regarding contracted services and using those revenues as matching funds.

Staff assisted Eagle Transit with information regarding operations of a vanpool program.

Staff assisted Confederated Salish and Kootenai Tribes and Lake County Council on Aging with

Human Resource issues.

Staff assisted Fergus County Council on Aging on developing Compliant Procedures.

Staff assisted the BitterRoot Bus on marketing issues.

Develop contacts with other Montana associations and agencies, which would assist with broadening awareness of, and support for public transportation.

Staff contacted the Disabled American Veterans offering assistance in applying to MDT for New Freedoms funding for a voucher program.

Staff has contacted the new Transportation Coordinator at the Department of Public Health and Human Services about future collaborative efforts.

Staff continues to work on the following study/projects:

- Florence to Reserve Street Corridor Study is researching access, multi-modal transportation improvements and possibly extending Highway 203 (Eastside Highway) into Missoula.
- The G-09 TCRP Panel "Human Services Transportation Cost Reporting Guidelines"

Assist MDT and MTA as needed in organizing operations training for public transportation providers within Montana.

Staff is working with the Small Urban and Rural Transit Center on several programs regarding Management training.

Staff continues to work with CTAA, APTA and MDT to facilitate additional training opportunities for members.

Provide financial management of revenues and expenditures under this grant application, including development of matching fund sources. This work entails grant preparation, billing to MDT, payment of invoices, billing/tracking membership dues, and related financial management support.

Staff continues working in conjunction with the Association's Treasurer to prepare the financial reports. All revenues and expenses are tracked on a monthly basis.

Pursue other grant funding and match monies.

Staff continues to explore the feasibility of alternative sources for securing vehicles for transit providers.

Staff continues to explore all available funding streams for the Association. Staff developed a

proposal for the MTA Board to submit to MDT regarding increased funding to support a Mobility Management Project.

## Develop and address legislative issues pertaining to transit.

Staff is organizing a educational event for the Montana State Legislature. The event will take place in Helena at the Historical Museum on January 8<sup>th</sup>. Guest speakers will be discussing transit research and informational resources available to the legislators.

## Such other duties as determined by mutual agreement between MTA and MDT.

Staff organized the quarterly meeting between the MTA Board and MDT staff. Jim Helgeson, President; Sharna Paddock, Treasurer and Ed Robinson, Secretary represented MTA. Sandy Straehl, Dick Turner, Mike Bousliman, Audrey Allums and David Jacobs attended for MDT.

#### III. Services to Seniors and Adults with Disabilities

The following chart shows the program totals for the October to December 2008 quarter:

	October		November		December		YTD Totals	Since Inception
	2007	2008	2007	2008	2007	2008		
Number of Rides Given	944	608	745	455	882	474	8,527	46,473
Number of Riders in Database	681	803	692	803	717	807	807	807
Total Miles Driven (all vehicles)	5,374	3,604	4,449	2,949	4,402	2,897	51,206	228,371
Number of Phone Calls Received	587	343	448	283	437	260	5,236	30,202

In contrast to 2007, the program has provided 8,527 rides this year. Further statistics reveal in this quarter:

- 704 rides were for medical purposes (45% of total rides given this quarter)
- 999 rides were provided to seniors (64% of total rides given this quarter)
- 538 rides were provided to disabled adults (36% of total rides given this quarter)

In contrast to 2007 Same Day Requests (denied 20 rides and scheduled 141 rides), the program denied 41 rides and scheduled 119 rides during the last quarter of 2008.

During this quarter riders were reminded of the consolidation of service after December 31, 2008. They were encouraged to apply with Mountain Line Senior Bus.

Multiple riders thanked us for providing great service to them over the years and wished us well on our future endeavors.

## **APPENDIX OF DOCUMENTS**

1. Minutes - Board of Directors Meeting, November 17, 2008

#### **BOARD OF DIRECTORS MEETING**

# MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOSCIATION

November 17, 2008

The Board of Directors of the *Missoula Ravalli Transportation Management Association (MRTMA)* met in regular session Monday, November 17, 2008 from 2:00 p.m. to 3:30 p.m. in the MRTMA Conference Room. Those in attendance included, Tom Wilkins, Dick Haines, Larry Anderson and Hugh Jesse. Greg Chilcott, Doug Davis and Wayne Capp were absent. Lyn Hellegaard, Meaghan Dougherty and Maureen Zwiefelhofer from the MRTMA staff were present. Following are the minutes of action taken:

- 1. <u>Call to Order</u>: Dick Haines, Chair
- 2. <u>Approval of Minutes for</u>: September 15, 2008

  Larry motioned for approval of the minutes; Hugh seconded the motion. The motion passed unanimously.

#### **NEW BUSINESS:**

## 1. Financial Report:

Lyn informed the Board that 33% of the MRTMA budget year has passed with only 25% of the 5311 budget spent. On the Vanpool CMAQ budget, 8% of the budget year has passed with 3% of the budget spent. The CNVS budget 67% of the year has passed with 42% of the budget spent.

## 2. <u>Meeting Date Change</u>:

Lyn informed the Board that she has been asked to join the Sanders County Council On Aging Board that meets on the third Monday of each month the same day of the MRTMA Board meeting. The Board decided to move the MRTMA Board meeting to the fourth Monday of each month from 2:00-3:30.

#### **OLD BUSINESS:**

#### 1. <u>Update – Glacier Park Sprinters:</u>

MDT informed MRTMA that no carryover funds could be used for the lease of Sprinter vans from Glacier Park. This is just one of several barriers to leasing the vans. Staff has been unable to find a service center other than Kalispell, Livingston or Billings. The additional cost of insurance, as MRTMA will need to retain insurance on older vans so they can be put back into service when the Sprinters are needed by the park during the summer months. The expense of the preventive maintenance on the current fleet is becoming astronomical.

Prepared and submitted this 18th day of November 2008 by Meaghan Dougherty, Vanpool Coordinator.

APPROVED:		
	Dick Haines, Board Chair	